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OFFICE OF TRAINING

Notice
No. 23-55

13 October 1955

SUBJECT: Preparation of Personnel Actions

Prior to the preparation of any promotion or other personnel action involving an OTR employee, the supervisor concerned will review all data regarding such employee contained in the files of the Personnel Officer, Registrar, and Assessment and Evaluation Staff of the Office of Training. It is particularly important that fitness reports, career plans, training records, test results, and assessments be studied carefully before the preparation of a personnel action.

[redacted]

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MATTHEW BAIRD
Director of Training

Distribution; a. Staff, Division, Branch, and Section Chiefs, OTR

b. Chief Instructors, OTR

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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